

## **SOLICITATION BY VENDORS**

**1083**

(No. 162 February 2013)

CAL FIRE employees may at times be contacted at work by salespersons or vendors intending to conduct business with the Department. Protocol for establishing a business relationship with CAL FIRE is outlined in the following policy.

Conversely, conducting personal business during working hours is inconsistent with the [Departmental Incompatible Activities Statement PO-155](#), a mandatory endorsed document upon hire. Employees who need to conduct personal business during work hours may do so on non-work time.

## **REFERENCE(S)**

**1083.1**

[Department of General Services](#)  
[Fair Political Practices Commission](#)

## **POLICY**

**1083.2**

When an employee is approached or contacted during State time by a vendor and asked to discuss or endorse a product or service and/or provide access to other State employees regarding such matters, the vendor shall be advised that CAL FIRE is not the proper agency in the bidding process. The selling of products or services must be obtained through the proper channels. The Department of General Services (DGS) is the centralized location to do business with the State. The process and guidelines for business registration are available through the DGS [eProcurement Portal](#). Furthermore, State agencies are required to use pre-established vendors for certain products as established through the DGS [California Multiple Award Schedules](#).

There will be circumstances where the Department may be contacted about using a vendor's product by accepting complimentary gifts (e.g., cups, pencils, notepads). Under this policy, accepting such gifts or items for any reason will be prohibited under the Regulations of the Fair Political Practices Commission, [Title 2, Division 6, California Code of Regulations § 18944.2](#), which describes the definitions of what constitutes payments and gifts and the mandated reporting requirements under such conditions.

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